



## Committee Member Training Energizer

# IRBNet

*IRBNet provides the research community with an unmatched set of secure, web-based collaboration tools to support the design, management, review and oversight of research involving human subjects, animal models, recombinant DNA, and more.*

As a Committee Member, you should know how to log into and IRBNet and then:

- Manage your Submission Manager workspace
- Review project submission details, including documents, Training & Credentials, and COI Disclosures
- Communicate with committee administrators and members
- Add comments and reviewer documents to a submission
- Manage your review work queue





[New User Registration](#) | [Forgot Your Password?](#)

## Comprehensive Solutions



### The Industry's Most Complete Solution

IRBNet's unmatched suite of electronic solutions drives compliance and productivity for your Administrators, Committee Members, Researchers and Sponsors. These powerful research design, management and oversight tools support your IRB, IACUC, IBC, COI and other Boards with a unified solution.

### Flexible, Intuitive and Easy to Use

Your own forms. Your own processes. Your own standards. Powerful reporting and performance metrics. The data you need. From electronic submissions to form wizards, to agendas, minutes, and more. Our easy to use, web-based tools are rapidly launched and backed by our best practices expertise and the industry's leading support team.

### Secure, Reliable and Cost-Effective

IRBNet's secure web-based solution is accessible to your research community anytime, anywhere. Our enterprise-class technology is cost-effective and designed to accommodate institutions of any size.

## Test Drive IRBNet

See for yourself...

[Demo](#)

## Satisfied Members

"Our first electronic meeting went so smoothly! It was over so fast the members didn't know what to do. They just sat there for a few minutes in disbelief."

- Bruce Day  
Director, Office of Research Integrity  
Marshall University

[Next](#)

## 2010 Events - Join Us



# Access your Submission Manager

The Submission Manager provides you with quick access to all submissions that have been shared with you, as well as administrative meeting documents such as agendas and minutes.

**Submission Manager**

Click on the project title to view more information about the

Search All:

Agenda: 04/16/2010 07:00 AM

Only show submissions awaiting Board Action.  
 Only show submissions not marked Review Completed.

Search:   
 Search By Tag:

1 - 1 of 1 | 10

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
163073-2	Motivations of Research Subjects: A Mixed Met... Special Pop.	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010

1 - 1 of 1 | 10

Agenda, Minutes and other Administrative Documents for this Meeting

Agenda Educational

✓ Advanced search tools allow you to search within agenda dates by keywords and Tags. You may also search all agenda dates at once using the “Search All” tool.

✓ Access reviewer templates, checklists, and committee guidance documents here.

✓ Agenda documents and Minutes can be found here.



# Manage your work queue

Your default view is the next upcoming agenda date. Use the Submission Manager to manage the reviews you have been assigned for the next meeting.

USER PROFILE LOGOUT

IRBNet™

Welcome to IRBNet  
Lisa Franklin

Submission Manager  
Agendas and Minutes  
**My Reminders (1)**  
Other Tools  
Forms and Templates

Submission Manager

Submissions for: Metropolitan IRB

The following submissions are available for your review. Click on the project title to view more information about the submission and to access project documents.

Search All:  Search All

Agenda: 04/16/2010 07:00 AM   
 Only show submissions awaiting Board Action.  
 Only show submissions not marked Review Completed.

Search:   
 Search By Tag:

1 - 1 of 1

Show Agenda Item Numbers |

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
13073-2	★ Motivations of Research Subjects: A Mixed Met... Special Pop.	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010

Agenda, Minutes and other Admin

Agenda

✓ The flag indicates an active reminder, which may be read in the My Reminders page.

✓ One Star indicates you are the primary reviewer.

✓ Coordinator-defined Tags allow custom organization of submissions. Clicking the Tag will display all submissions with that Tag.



# View My Reminders

Notifications sent to you across all of your submissions will appear here. An email will be sent to your registered email address.

Welcome to IRBNet  
Lisa Franklin

Submission Manager  
Agendas and Minutes  
My Reminders (1)  
Other Tools  
Forms and Templates

USER PROFILE LOGOUT

## My Reminders

An IRBNet personal reminder is automatically activated for you each time you receive a new message or alert. You can also set additional reminders for yourself on the Messages & Alerts page. Other IRBNet users do not see your personal reminders. You can turn on or silence a personal reminder without affecting other IRBNet users. You can also choose to view recently silenced reminders (within the past 30 days) in addition to your active reminders.

Show Silenced Reminders | Silence All Reminders |

IRBNet ID	Project Title	Message Type	Date
163073-2	Motivations of Research Subjects: A Mixe...	Reviewer Access Granted	03/30/2010 08:10 AM

1 - 1 of 1 | 10

1 - 1 of 1 | 10

✓ Indicates an active Reminder.

✓ Click the Project Title to go to the Submission Detail page.

✓ Click here to view the message.



# View Submission Details

Click on the title of a submission to access the Submission Detail page and associated information about the project.

Welcome to IRBNet  
Lisa Franklin

Project Administration

- Project Overview
- Send Project Mail
- Reviews
- Project History
- Messages & Alerts

Other Tools

- Forms and Templates

**Submission Detail**

Metropolitan IRB  
[163073-2] Motivations of Research Subjects: A Mixed Methods Study

Project Status as of: 08/23/2012 Reviewing Board: Metropolitan IRB, Frederick, MD

Project Status: Deferred - Modifications Required	Project Expiration Date:
Project Risk Level: Minimal Risk	Initial Approval Date:

**Package Details**

IRBNet ID 163073-2
Title Motivations of Research Subjects: A Mixed Methods Study <a href="#">Special Pop...</a>
Principal Investigator Researcher, Trent, PhD
Lock Status <b>Locked</b> <span style="float: right;"><a href="#">View History</a></span>

**Submission Details**

Submission Date 03/30/2010
Submitted by John Researcher
Submission Type Revision
Local Board Reference Number 10-15

**Review Details:**

Agenda	Review Type	Action	Effective Date	Expiration Date
04/16/2010 07:00 AM	EXP	<b>Pending Review</b>		

**New and Revised Documents in this Package:**

Document Type	Description	Last Modified
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM
Consent Form	Consent Form v2	03/30/2010 08:26 AM
Training/Certification	Training Certification - Murray Rogers	03/30/2010 08:02 AM

There is **1 Training & Credentials record** linked to this package. [View Linked Records](#) | [Show Project Team Tracking](#) |  
 There is **1 COI Disclosure record** linked to this package. [View Linked COI Disclosures](#) |

✓ Project Status

✓ Package Information

✓ Package Documents



# View Submission Details (continued) **IRBNet**

Scroll down to see additional information.

### New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Advertisement	radio jingle	05/28/2015 01:37 PM	
Consent Form	Consent Form template	05/28/2015 01:23 PM	
<b>UMCP - IRB Initial Application - Part 1</b>	IRB Application	05/28/2015 01:37 PM	

There are **6 Training & Credentials records** linked to this package. | [View Linked Records](#) |

\* Browse the complete list of project documents, and access historical documents, on the **Designer**.

### Project Team Tracking:

| [Show Project Team Tracking](#) |

### This Package has been Signed By:

Date	Signed By	Role
05/28/2015 01:38 PM	Timothy Resnick	Principal Investigator

This submission is currently shared with the following Committee Members and Administrators:

User	Special Designation	Share Date	Shared By
Administrator, Tanya		Not Applicable	Not Applicable
Eliot, Charles		05/28/2015 02:02 PM	Administrator, Tanya
Reviewer, Trisha	Expedited Reviewer	05/28/2015 02:02 PM	Administrator, Tanya

[Committee Messages \(1\)](#)

[Send Committee Mail](#) to Members and Administrators.

**Add** comments and reviewer documents to this submission.

Reviewer	Comment	Recommend	Last Updated	Completed Date	
Administrator, Tanya	The pre review is complete. The consent is very confusing.		05/28/2015 01:58 PM	05/28/2015 02:00 PM	<a href="#">View</a>

✓ Research team Training & Credentials

✓ Electronic Signatures

✓ Committee / Admin access list

✓ Reviewer comments.

✓ The check indicates the user has completed their review.

✓ Click here to send a message to any member with whom the submission has been shared.



# Start your review process

Click on a document to open the document for viewing, downloading, or printing.

✓ Open any submitted document by clicking the blue link.

### New and Revised Documents in this Package:

Document Type	Description	Last Modified	
Advertisement	radio jingle	05/28/2015 01:37 PM	
Consent Form	Consent Form template	05/28/2015 01:23 PM	
<a href="#">UMCP - IRB Initial Application - Part 1</a>	IRB Application	05/28/2015 01:37 PM	

There are **6 Training & Credentials records** linked to this package. | [View Linked Records](#) |

\* Browse the complete list of project documents, and access historical documents, on the **Designer**.

### Project Team Tracking:

| [Show Project Team Tracking](#) |

### This Package has been Signed By:

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05/28/2015 01:38 PM	Timothy Resnick	Principal Investigator	<a href="#">Details</a>

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[Committee Messages](#) (1)

[Send Committee Mail](#) to Members and Administrators.

[Add](#) comments and reviewer documents to this submission.

Reviewer	Comment	Recommend	Last Updated	Completed Date
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# View project details

Project Administration buttons (on left) allow complete read-only access to historical project information as seen by the investigator.

**Designer**

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

This package is: Locked | [View History](#)

Get stamped documents, approval letters and other board documents, and track reviews for this package: [Review details](#).

**New and Revised Documents in this Package:**

Document Type	Description	Last Modified
Amendment/Modification	Research Team Member Addition	03/30/2010 08:04 AM
Consent Form	Consent Form v2	03/30/2010 08:26 AM
Training/Certification	Training Certification - Murray Rogers	03/30/2010 08:02 AM

**Documents from Previous Packages:**

Pkg #	Document Type	Description	Last Modified	Pkg Submission Date	Pkg Status
1	IRB Basic Application Part 1	IRB Basic Application Part 1	03/24/2010 03:03 PM	03/24/2010	Approved
1	Protocol	ASM981 C2439 Protocol.pdf	03/24/2010 03:03 PM	03/24/2010	Approved

**Designer:** review all documents submitted in previous packages.

**Reviews:** view historical review details for all packages, decision letters, and other board documents.

**Project History:** view the complete submission history.



# Add reviewer comments and documents

You may record your review comments and attach documentation such as reviewer worksheets.

Advertisement	radio jingle	05/28/2015 01:37 PM	
Consent Form	Consent Form template	05/28/2015 01:23 PM	
UMCP - IRB Initial Application - Part 1	IRB Application	05/28/2015 01:37 PM	

There are **6 Training & Credentials records** linked to this package. | [View Linked Records](#) |

\* Browse the complete list of project documents, and access historical documents, on the **Designer**.

### Project Team Tracking:

| [Show Project Team Tracking](#) |

### This Package has been Signed By:

Date	Signed By	Role
05/28/2015 01:38 PM	Timothy Resnick	Principal Investigator

This submission is currently shared with the following Committee Members and Administrators:

User	Special Designation	Share Date	
Administrator, Tanya		Not Applicable	Not Applicable
Eliot, Charles		05/28/2015 02:02 PM	Administrator, Tanya
Reviewer, Trisha	Expedited Reviewer	05/28/2015 02:02 PM	Administrator, Tanya

[Committee Messages \(1\)](#)

[Send Committee Mail](#) to Members and Administrators.

✓ View comments by administrators and other members.

✓ Click "Add" to record reviewer comments

**Add** comments and reviewer documents to this submission.

Reviewer	Comment	Recommend	Last Updated	Completed Date	
Administrator, Tanya	The pre review is complete. The consent is very confusing.		05/28/2015 01:58 PM	05/28/2015 02:00 PM	<a href="#">View</a>

Note: Administrator / reviewer comments are private and may not be accessed by researchers.



# Add your comments.

Use this page to record any comments you have regarding this submission.

✓ Record your comments in the rich text editor. You may also use the editor tools to cut/paste.

✓ Be sure to save your comments first before doing anything else.

✓ You may attach completed reviewer worksheets, edited consent forms and other documents here.

**Reviewer Comments:**

I have reviewed the study and support approval as well. See the attached reviewer worksheet.

The consent form is very clear. Only a few grammatical edits. See attached.

**Recommendation:** Approve

**Last Updated:** 03/30/2010 10:37 AM

Mark my personal review as complete.

**Completed Date:**

Save & Exit Save Cancel

**Reviewer Documents:**

There are no reviewer documents attached.

Add New Document

Return to [Submission Detail](#).



- Agendas and Minutes
- My Reminders (1)
- Back to Submission Detail
- Project Administration**
- Project Overview
- Designer
- Sign this Package
- Send Project Mail
- Reviews
- Project History
- Messages
- Other Tools**
- Forms and T
- Back to Submission Detail

Welcome to IRBNet  
Lisa Franklin

- Submission Manager
- Agendas and Minutes
- My Reminders (1)
- Back to Submission Detail

### Reviewer Comments:

**B** *I* U ABC | [List of icons] | -- Format -- | -- Font family -- | -- Font size --

I have reviewed the study and support approval as well. See the attached reviewer worksheet.

The consent form is very clear. Only a few grammatical edits. See attached.

### Reviewer Documents

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

You may attach documents to this comment by clicking the "Browse..." button to locate a document and then by clicking "Attach".

Document Type \*

Description

File \*

\* required fields

You may also use the IRBNet Document Wizards to create documents on-line. Documents that you create on-line are automatically attached in PDF format.

On-Line Document

There are no reviewer documents attached.

✓ Attach completed reviewer worksheets, edited consent forms and other documents here.

✓ If your institution uses a reviewer checklist wizard, it will be located here.

Return to [Submission Detail](#).



# “Electronically Sign” your review

Checking the “Mark my personal review as complete” box will indicate a completed review on the Submission Detail page. It will also help you track your work on your Submission Manager.

**Project Administration**

- Project Overview
- Designer
- Sign this Package
- Send Project Mail

I have reviewed the study and support approval as well. See reviewer worksheet.

The consent form is very clear. Only a few grammatical edi

Recommendation: Approve

Last Updated: 03/30/2010 10:37 AM

Mark my personal review as complete.

Completed Date:

Save & Exit
Save
Cancel

✓ Step 1: Record your recommendation for this submission here.

✓ Step 2: When your review is complete, be sure to check this box.

✓ Step 3: Save and exit when finished.

Note: Accomplishing steps 1, 2, and 3 verifies you have completed your review.

Reviewer Documents:

Document Type	Description	Last Modified	View	Update	Delete
Other	ICF - Minor edits	03/30/2010 10:38 AM		<a href="#">Update</a>	<a href="#">Delete</a>
Reviewer Worksheet	Reviewer Checklist	03/30/2010 10:38 AM		<a href="#">Update</a>	<a href="#">Delete</a>

Add New Document

[Return to Submission Detail.](#)



# Complete your review documentation



Once you have completed your review, use Committee Messages as a checklist.

This submission is currently shared with the following Committee Members and Administrators:

User	Special Designation	Share Date	Shared By
Administrator, Tanya		Not Applicable	Not Applicable
Clemens, Langhorne		06/17/2015 04:18 PM	Administrator, Tanya
Duncan, Sarah		06/17/2015 04:18 PM	Administrator, Tanya
Eliot, Charles		06/17/2015 04:18 PM	Administrator, Tanya
		06/17/2015 04:18 PM	Administrator, Tanya
		06/17/2015 04:18 PM	Administrator, Tanya
		06/17/2015 04:18 PM	Administrator, Tanya
		06/17/2015 04:18 PM	Administrator, Tanya
	Primary Reviewer	06/17/2015 04:18 PM	Administrator, Tanya
Reviewer, Gwen		06/17/2015 04:18 PM	Administrator, Tanya
Suzara, Ichiro		06/17/2015 04:18 PM	Administrator, Tanya
Winthrop, Calvin		06/17/2015 04:18 PM	Administrator, Tanya

✓ Committee Messages will display all notifications for this submission (including important messages from your Coordinator).

[Committee Messages](#)

[Send Committee Mail](#) to Members and Administrators.

**Update** your comments and reviewer documents.

	Reviewer	Comment	Recommend		Last Updated	Completed Date	
✓	Reviewer, Trisha	The consent meets 6th grade reading levels. Best thing ever.	Approve		06/17/2015 04:30 PM	06/17/2015 04:30 PM	<a href="#">View</a>
✓	Administrator, Tanya	Pre reivew was quick and painless. Please refer to checklist for review.			06/17/2015 04:17 PM	06/17/2015 04:17 PM	<a href="#">View</a>

✓ Your comments are recorded.



# Committee Messages & Alerts



All messages from your administrator relating to this submission are filed in the Messages & Alerts page as a permanent part of the audit trail.

IRBNet ID: 163073-2 USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
Lisa Franklin

Submission Manager  
Agendas and Minutes  
**My Reminders (1)**  
Back to Submission Detail

**Project Administration**  
Project Overview  
Designer  
Sign this Package  
Send Project Mail  
Reviews  
Project History  
Messages & Alerts

### Committee Messages & Alerts

[163073-2] Motivations of Research Subjects: A Mixed Methods Study

The following reminder on [163073-2] Motivations of Research Subjects: A Mixed Methods Study has been posted for this submission. You can set an IRBNet personal reminder on [163073-2] Motivations of Research Subjects: A Mixed Methods Study. Other IRBNet users will automatically appear in your My Reminders list. Other IRBNet users will turn on or silence a personal reminder without affecting other communications between the project team and the board can be viewed in the [163073-2] Motivations of Research Subjects: A Mixed Methods Study.

✓ The red number will decrease every time a message is “silenced.”

1 - 1 of 1 | 10

Silence All Reminders

IRBNet ID	Project Title	Message Type	Date
163073-2	Motivations of Research Subjects: A Mixe...	🔔 Reviewer Access Granted	03/30/2010 08:10 AM

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✓ Click the red flag and “silence” the message as an easy way to keep track of completed reviews.



# Track your progress

Your Submission Manager will show you which submissions for which you have completed reviews.

USER PROFILE LOGOUT

**IRBNet**

Welcome to IRBNet  
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Submission Manager  
Agendas and Minutes  
My Reminders

Other Tools  
Forms and Templates

**Submission Manager**

Submissions for: Metropolitan IRB

The following submissions are available for you to review. You can click on the submission and to access project documents.

Search:  Search All

Agenda: 04/16/2010 07:00 AM

Search By Tag:

Only show submissions awaiting Board Action.

Only show submissions not marked Review Completed.

Search Clear

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Show Agenda Item Numbers

IRBNet ID	Project Title	Principal Investigator	Submission Type	Review Type	Action	Ref #	Submission Date
163073-2	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> Motivations of Research Subjects: A Mixed Met... Special Pop.	Researcher	Revision	EXP	Pending Review	10-15	03/30/2010
164613-1	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> ECOG 8897: Phase III Comparison of Adjuvant C... HUD Study	Wilson	New Project	FULL	Pending Review	10-19	03/30/2010

1 - 2 of 2 10

Agenda, Minutes and other Administrative Documents for this Meeting:

Agenda Educational

✓ The filter tool hides your completed reviews.

✓ "Check mark" indicates you have completed your review.





Your Committee Office can offer you assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet.